College of Humanities and Social Sciences Named Distinguished Professorships Award Procedure

## 1. Introduction

1.1 This standard of practice covers the procedure for nominating and awarding the following named distinguished professors in the College of Humanities and Social Sciences:

1.1.1 Bob and Carol Mattocks Distinguished Professorship in Nonprofit Leadership (hereinafter the “Mattocks Distinguished Professorship”)

1.1.2 Goodnight-GlaxoSmithKline Distinguished Professorship in Social Sciences (hereinafter the “Goodnight-GSK Distinguished Professorship”)

1.1.3 Moise A. Khayrallah Distinguished Professorship in Lebanese Diaspora Studies (hereinafter the “Khayrallah Distinguished Professorship”)

1.1.4 SAS Institute Distinguished Professorship in Rhetoric and Technical Communication (hereinafter the “SAS Distinguished Professorship”)

1.1.5 William T. Kretzer Distinguished Professorship in Humanities (Hereinafter the “Kretzer Distinguished Professorship”)

1.2 All professorships in the college follow the procedures in [NCSU REG05.20.17 - Professorships of Distinction](https://policies.ncsu.edu/regulation/reg-05-20-17).  Provisions contained in this document supplement the University regulation.

1.3 Consistent with the Memoranda of Understanding that established these professorships, professors may be appointed as follows:

1.3.1. The Kretzer, Mattocks, and Goodnight-GSK Distinguished Professorships may be awarded to a newly recruited Professor for an initial five-year term, which may be renewable for a second five-year term. The recipient must be a scholar who is qualified for appointment at the rank of Professor with an academic appointment in a department in the College of Humanities and Social Sciences. The candidate recipient must have achieved significant national and international recognition commensurate with appointment as a Professor.

1.3.2 The Mattocks, Khayrallah, and SAS Distinguished Professorships may be awarded to recruit an outstanding new faculty member or to retain a highly qualified faculty member. The recipient must be a scholar who is qualified for appointment at the rank of Professor with an academic appointment in a department in the College of Humanities and Social Sciences. The candidate recipient must have achieved significant national and international recognition commensurate with appointment as a Professor.

## 2.  Procedure

2.1 Following the Dean’s announcement that there is an opportunity for recruiting a new faculty member for appointment as a Named Distinguished Professor, departments can apply for the opportunity to recruit the new professor by submitting a request following the instructions in the announcement.

2.2. Upon being granted permission to recruit for a Named Distinguished Professor, departments will follow the usual procedure for faculty recruitment. When the department makes its recommendation for hiring to the Dean, it will share the usual materials, including the candidate’s curriculum vitae and introductory letter highlighting their research and teaching, with the Dean and with a review committee established in the college consistent with section 4.2 of NC State REG 05.20.17.

2.2.1 The review committee will act separately from any departmental search committees but will work in concert with the department that is granted permission to recruit this professor. The departmental search committee will share the application materials with the review committee.

2.2.2 The review committee or the Dean may require a candidate to submit additional documentation, including but not limited to letters of reference, copies of scholarly articles, books, or other products, course syllabi, teaching evaluations, or other written information useful in assessing a candidate’s application, as part of the professorship review process.

2.2.3 The review committee will make a recommendation to the Dean as to whether the department’s preferred candidate or candidates should also be offered the named distinguished professorship.

2.3 In the event that the Mattocks, Khayrallah, or SAS Distinguished Professorship is vacant the Dean, at his or her discretion, may invite departments to apply for permission to offer this professorship to a newly recruited professor in a manner consistent with section 2.1 of this Rule. Alternatively, the Dean may invite a Professor already on the faculty to apply to become a named distinguished professor as part of a retention effort. In such a case, the College will form a review committee as provided in REG 5.20.17 and in a manner similar to that described in section 2.2 of this Rule. This committee will gather information about the qualifications of the candidate for the Named Distinguished Professorship and will make a recommendation to the Dean regarding the proposed appointment.

2.4 In all cases, pursuant to REG 05.20.17 section 4.3, the initial appointment of a professor to any of the professorships described herein shall be made upon the Dean’s recommendation to the Provost, who, in turn, will make a recommendation to the Chancellor to approve this appointment.

## 3.  Procedures for Term-Limited, Renewable Professorships

3.1 Successful candidates for the Goodnight-GSK, Kretzer, and Mattocks Distinguished Professors may hold this Professorship for an initial five-year term and may be renewed for an additional five-year term.

3.2 In the final year of the initial five-year term, the incumbent may request to the Dean to be considered for a second five-year term. The incumbent will be responsible for making this request to the Dean, in writing, no later than the end of the fall semester of the final year of the initial five-year term.

3.3 The Dean or his or her designee will appoint a review committee to consider a renewal application. The review committee will include no fewer than five professors with a majority holding the designation of distinguished, named distinguished, or distinguished university professor where possible.

3.4 The committee will be charged with reviewing and assessing the record of research, teaching, and service of the incumbent in the first term of the professorship. The incumbent professor will submit to this committee a current CV, a personal statement about their teaching, research, and service, examples of scholarly work, and any other information the Dean or the committee shall request.

3.5 The committee will assess the prospects for continued distinguished performance in a second five-year term. The committee will provide a written recommendation regarding renewal to the Dean. This recommendation will be to renew the professorship for the second five-year term, or to not renew this professorship.

3.6 The Dean will, at his or her discretion, renew or not renew the professorship for one additional five-year term. This decision will be communicated to the Provost as required in REG 05.20.17 section 7.1.

3.7 At the end of the second five-year term, the named distinguished professorship will be available to be awarded to another newly recruited faculty member.

## 4.  Procedures for Non-Term Limited Professorships

4.1 The SAS and Khayrallah Distinguished Professorships may be held by a Professor for as long as they remain a Professor in a department in the College of Humanities and Social Sciences.

4.2 The College will conduct a periodic review of the performance of the SAS and Khayrallah Distinguished Professor. These reviews may occur at the same time as any post-tenure review or may be separate. Such a review will occur approximately every five years. For this purpose, the Dean will appoint a review committee, consisting of no fewer than five professors with a majority holding the designation of distinguished, named distinguished, or distinguished university professor where possible.

4.3 The committee will be charged with reviewing and assessing the record of research, teaching, and service of the Khayrallah or SAS Distinguished Professor in the first five years. The incumbent professor will submit to this committee a current CV, a personal statement about their teaching, research, and service, examples of scholarly work, and any other information the Dean or the committee shall request.

4.4. The committee will assess the prospects for continued distinguished performance. The committee will provide a written recommendation to the Dean regarding whether the incumbent professor should continue to hold the professorship.

4.5. Per Section 7.2 of NCSU REG 05.20.17, the Dean’s acceptance of a committee recommendation to continue the appointment is final and shall be communicated to the Provost.  If the committee, the Dean, or both recommend discontinuation of an appointee’s distinction, then the Dean shall make a recommendation to the Provost who then makes a recommendation to the Chancellor.  The Chancellor’s decision is final.

4.6 If the incumbent separates from employment, or chooses to relinquish a named distinguished professorship, the professorship will be used to support a new named distinguished professor or retain a current faculty member following the procedure described in this rule.

## 5.  Endowment Income

5.1 The allowable use of the income from a professorship will be provided to the faculty member in the letter offering the professorship.

5.2 All Named Distinguished Professors in the College will annually, by May 30, submit to the college’s development office a brief report of how the funds associated with the professorship enabled the professor to pursue their research, teaching, service, and extension and engagement goals.